

STAFF SUSPENSION, DISMISSAL, TERMINATION AND RESIGNATION OF EMPLOYMENT

For certified staff, the Board shall follow the procedures established by law with respect to the suspension, dismissal, or termination of employment of any teacher.

W.S. 21-7-101 et seq.

All classified staff are employed "at will" and the employment of such staff shall be terminable "at will" by the School District for any reason at any time. The School District is not required by this policy to provide classified staff whose employment has been terminated or suspended with a contested case hearing or with reasons for the suspension or termination. Any oral statement or promise to the contrary is not binding upon the school district or the Board of Trustees. Should a statement be made to any employee indicating that his/her term of employment is other than "at will", such statement is not valid or binding unless confirmed by formal Board action.

The Superintendent may suspend any classified employee either with or without pay subject to later action by the Board. The Superintendent shall promptly report any suspension to the Board.

RESIGNATION

All contracts with school district employees are equally binding upon the District and the staff member, and the obligations of the contract should be respected and performed by both parties. Requests to be released from such contracts are discouraged. Requests by employees to be released from a contract will be considered on their merits by the Board.

In each instance in which an employee requests a release from a contract (regardless of whether the request is approved or disapproved) or tenders a resignation that is not approved or otherwise fails to complete the term of his/her contract, the employee shall be required to pay the District, or the district will deduct from payroll, the sum of 5% of the employee's annual contract salary as liquidated damages, unless a request for a release from the contract is received by Human Resources prior to May 30th (prior to the contract year).

Classified employees may resign his/her employment by giving written notice to the Board through his/her supervisor, Superintendent, or the Human Resources Department.

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EARLY NOTICE INCENTIVE

For certified, professional, and administrator staff members resigning their position for the ensuing year, the following incentive shall apply:

When an eligible staff member knows in advance that he/she will not be returning for the ensuing year, the District will provide a \$1,000 incentive payment payable with June's regular payroll for receipt of written notification of resignation prior to March 1st of each year, provided the staff member works through the end of their contract for that year.

NOTE: The amount of incentive will be prorated for the staff member working on a part-time basis (Example: If a professional staff member is working 4/8 of a full-time contract, they would only be given ½ of the incentive.)

W.S. 21-7-107

First Reading: 12-4-23
Second Reading: 1-8-24